

SMALL BUSINESS CONCIERGE PROGRAM
FACILITATING BUSINESS CONNECTIONS

COMPLIMENTARY SERVICE PROVIDED BY
MECKLENBURG COUNTY OFFICE OF ECONOMIC DEVELOPMENT



**600 East Fourth Street
2nd Floor – Suite 226
Charlotte, NC 28202
Phone: 980-314-2987
Cell: 704-589-9404**

**Contact: Mark Stewart
Mark.Stewart@Mecknc.gov**



MISSION of the Small Business Concierge Service (SBC):

- To provide FREE expert assistance in supporting the entrepreneurs of Mecklenburg County with the highest standard of customer service that will foster growth and vitality to the business community

VISION:

- To educate entrepreneurs on how to be self-directed to seek out solutions

**Need Assistance with navigating Charlotte/Mecklenburg County and the State of North Carolina
Business Resources:**

- Finding Funding Sources
- How to Start a Business in North Carolina
- Preparing for Funding
- Finding Contracting Opportunities
- Getting Certified as a Minority and Women Business
- Military/Veteran Business Services
- Relocating your Business
- Training your Workforce
- Creating a Business Plan and Operational Plan
- Filing for Assume Name
- Incorporating your Business in NC
- Marketing Plans
- Finding Resources
- Finding Business Workshops/Seminars
- Insurance
- Legal Structure
- Market Research
- Marketing Plans
- Understanding Quick Books
- Taxes and Recordkeeping

SMALL BUSINESS CONCIERGE SERVICE

Concierge Service is a one-stop shop that navigates the varies business/entrepreneurial resources available across Charlotte Mecklenburg County and the State of North Carolina. Entrepreneurs seeking to start or grow their business can receive customized guidance, and expert advice on a variety of business topics.

- Assisting potential and existing business owners navigating which support providers are most appropriate for their business needs
 - Provide face to face consultation and coaching with follow up
 - High touch / high impact
 - Provide neighborhood based locations and weekend and evening hours
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Operating and opening a small business can be difficult with a multitude of questions and decisions that must be made. Mecklenburg County is committed to your success by being a solution go getter in providing resources and direction for your business challenges.

The Concierge Service offers online, phone and in-person service. To learn how your small business can receive customized help contact Mecklenburg County Economic Development Office and speak to Mark Stewart at 980-314-2987 or by cell phone 704-589-9404 and at email: mark.stewart@mecknc.gov

EDUCATIONAL SERIES:

- Central Piedmont Community College – Small Business Center
- Women Business Center

COUNTY EVENING AND WEEKEND SERVICE HOURS:

- Mecklenburg County Libraries Small Business Service Hours and Location

SMALL BUSINESS CONCIERGE PROGRAM CALENDAR

Women’s Business Center 2018		
February	6	9:30 am (Tues)
May	17	6:00 pm (Thur)
August	7	9:30 am (Tues)
November	15	6:00 pm (Thur)

Women’s Business Center of Charlotte

Program Associate: Cynthia W. Neely
cneely@theinstitutenc.org
9115 Harris Corners Pkwy ~ Ste. 440 ~ Charlotte, NC 28269
(704) 571-1322 ~
www.theinstitutenc.org/wbcc

Mathews (Saturday) Library 2018		
January	13	11am-1pm (Sat)
February	10	11am-1pm (Sat)
March	10	11am-1pm (Sat)
April	14	11am-1pm (Sat)
May	12	11am-1pm (Sat)
June	16	11am-1pm (Sat)
July	14	11am-1pm (Sat)
August	11	11am-1pm (Sat)
September	8	11am-1pm (Sat)
October	13	11am-1pm (Sat)
November	10	11am-1pm (Sat)
December	8	11am-1pm (Sat)

Mathews Branch

Branch Manager: Jennifer Winford
Adult Services Librarian: Chantez Neymoss
jwinford@cmlibrary.org
230 Matthews Station Street
Matthews230 Matthews Station Street
704.416.5000, NC 28105

Davidson (Sat) Library 2018		
January	27	10:00 am (Sat)
February	24	10:00 am (Sat)
April	28	10:00 am (Sat)
May	26	10:00 am (Sat)
June	23	10:00 am (Sat)

Davidson & Cornelius Branch

Location Manager: Ellen Giduz

Charlotte Mecklenburg Library
Cornelius & Davidson Branches
21105 Catawba Ave., Cornelius, NC 28031
704-416-3801, Fax 704-416-3900

* * * * *
119 South Main St., Davidson NC 28036
704-416-4000, Fax 704-416-4100
egiduz@cmlibrary.org

Cornelius (Mon/Thurs) Library 2018		
January	22	5:30 pm (Mon)
February	8	5:30 pm (Thurs)
March	8	5:30 pm (Thurs)
April	12	5:30 pm (Thurs)
May	24	5:30 pm (Thurs)
June	21	5:30 pm (Thurs)

Mint Hill (Thursday) Library 2018		
January	18	6:30 pm (Thur)
February	15	6:30 pm (Thur)
March	15	6:30 pm (Thur)
April	19	6:30 pm (Thur)
May	17	6:30 pm (Thur)

Mint Hill Branch

Location Manager: Jesse C. Isley

(704) 416-5201 / jisley@cmlibrary.org - www.cmlibrary.org
Our summers are extremely packed with children’s programming, so we’d probably need to take a break then. We could look further into fall 2018 if you’d like.

Beatties Ford (Monday/Saturday) Library 2018		
March	3	2:30-4:30 (Sat)
April	21	2:30-4:30 (Sat)
May	21	5:00-7:00 (Mon)
June	18	12:30-3:00 (Mon)
July	14	10am (Sat)
August	18	10am (Sat)
September	17	5:00-7:00 (Mon)
October	15	5:00-7:00 (Mon)
November	17	10am (Sat)
December	15	10am (Sat)

Beatties Ford Branch

Library Manager: Alecia Mitchell

Charlotte Mecklenburg Library
2412 Beatties Ford Rd.
Charlotte, NC
704-416-3001 (office)
amitchell@cmlibrary.org

Steele Creek (Wed.) Library 2018		
March	28	10:00–12:00 (Wed)
April	25	10:00–12:00 (Wed)
May	23	10:00–12:00 (Wed)
June	27	10:00–12:00 (Wed)
July	25	10:00–12:00 (Wed)
August	22	10:00–12:00 (Wed)
September	26	10:00–12:00 (Wed)
October	24	10:00–12:00 (Wed)
November	28	10:00–12:00 (Wed)

Steele Creek Branch

Library Manager: Rhonda Pinkney

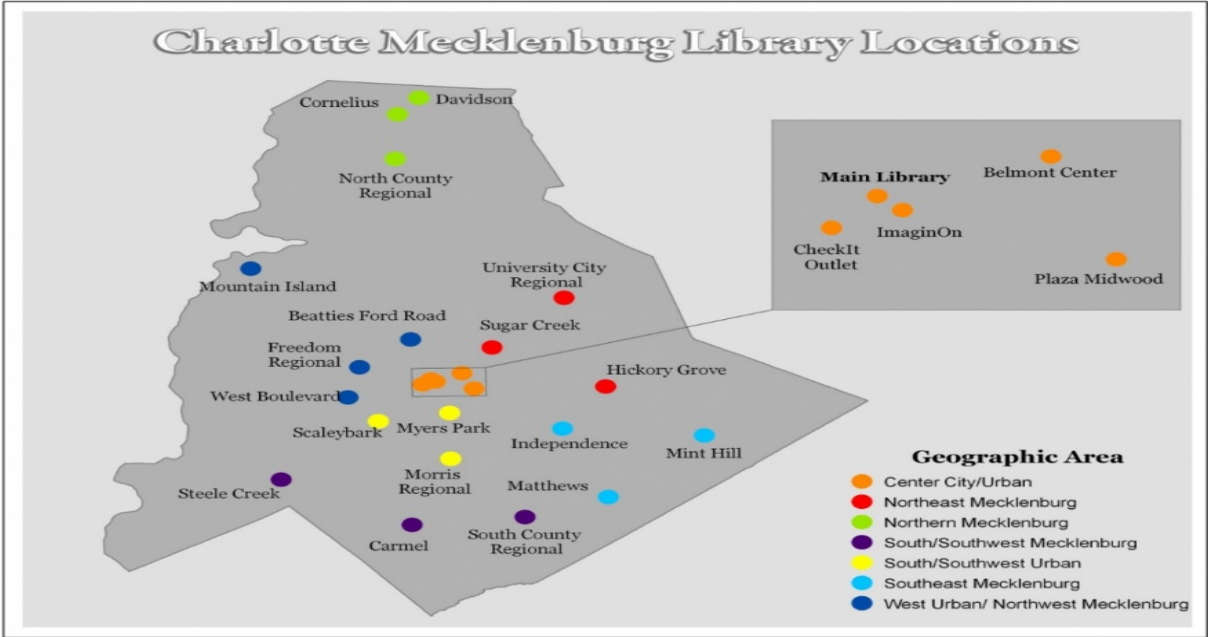
Charlotte Mecklenburg Library
13620 Steele Creek Rd.
Charlotte, NC 28273
(704) 416-6800
RPinkney@cmlibrary.org

Morrison (Mon) Library 2018		
April	2	10:00–12:00 (Mon)
May	7	10:00–12:00 (Mon)
June	4	10:00–12:00 (Mon)
July	2	10:00–12:00 (Mon)
August	6	10:00–12:00 (Mon)
September	3	Closed
October	1	10:00–12:00 (Mon)
November	5	10:00–12:00 (Mon)

Morrison Branch – South Charlotte

Library Manager: Susan Green

Charlotte Mecklenburg Library
7015 Morrison Blvd.
Charlotte, NC 28211
(704) 416-5401
sgreen@cmlibrary.org



SMALL BUSINESS CENTER (CPCC)

Executive Director: Renee Hode

www.cpcc.edu/sbc - Central Piedmont Community College
Central Campus, Hall Professional Development Building
PO Box 35009 Charlotte, NC 28235
P: 704.330.6832 F: 704.330.6852

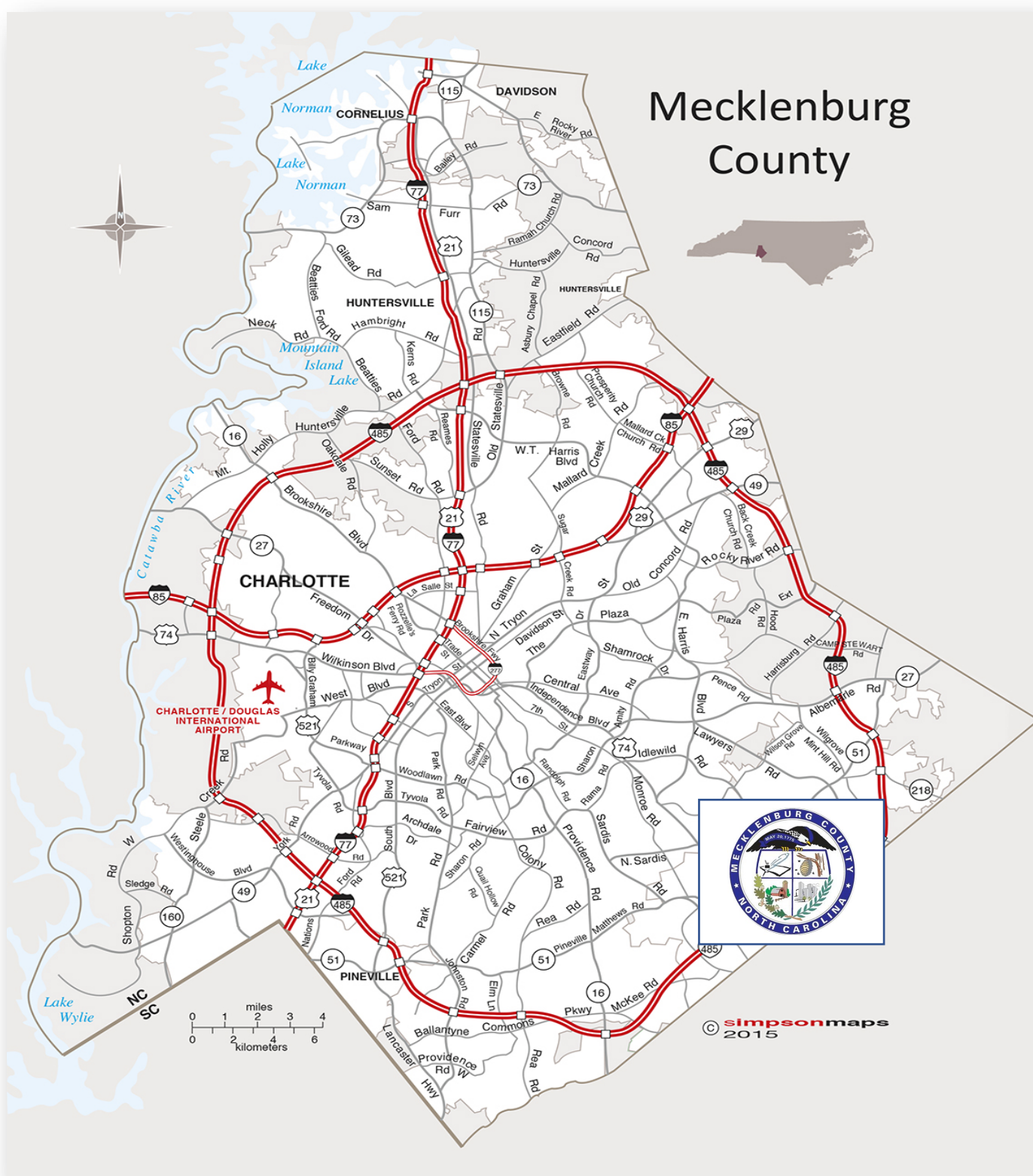
CPCC Emerging Leaders Program Dates 2018
CPCC Educational Series Summer/Fall 2018

Hispanic Business Resources



Latin American Chamber of Commerce
Chamber of commerce in Charlotte, North Carolina
Address: 145 Scaleybark Rd C, Charlotte, NC 28209
Phone: (704) 343-2525
Email: contactNC@prosperausa.org

Mecklenburg County



ORGANIZATION	Address	City	State	Zip Code	Phone #	Website
Business Expansion Funding Corporation (BEFCOR)	5970 Fairview Road Suite 218	Charlotte	NC	28210	(704) 414-3000	http://www.befcor.com/
Business Link North Carolina	527 Keisler Drive Suite 104	Cary	NC	27518	(919) 299-9880	https://linkbusiness.com/
CapitalSouth Partners Fund II, L.P.	2530 Meridian Pkwy. Suite 200	Durham	NC	27713	(919) 806-4590	
CapitalSouth Partners SBIC Fund III, L.P.	4201 Congress Street Suite 360	Charlotte	NC	28209	(704) 376-5502	
Carolina Business Capital	1307 W. Morehead Street Suite 201	Charlotte	NC	28208	(704) 373-1233	http://cbc504.com/
Carolina Small Business Development Fund	3128 Highwoods Blvd. Suite 170	Raleigh	NC	27604	(919) 803-1437	https://carolinasmallbusiness.org/
Chamber of Commerce - Carolinas Asian-American	12323 Gilston Court	Charlotte	NC	28273	(866) 931-2142	http://www.caacc.com/
Chamber of Commerce - Charlotte	330 South Tryon Street	Charlotte	NC	28202	(704) 378-1300	https://charlottechamber.com/
Chamber of Commerce - Charlotte LGBT	not listed		NC		(704) 877-4135	http://www.clgbtcc.org/
Chamber of Commerce - Charlotte Mecklenburg Black	222 Church Street Suite 300	Charlotte	NC	28202	(704) 212-2032	http://www.cmbcc.org/
Chamber of Commerce - Lake Norman	19900 W. Catawba Avenue Suite 101	Cornelius	NC	28031	(704) 892-1922	https://www.lakenormanchamber.org/
Chamber of Commerce - Latin American	145-C Scaleybark Road	Charlotte	NC	28209	(704) 343-2525	http://lacccharlotte.com/
Chamber of Commerce - Matthews	210 Matthews Station Street	Matthews	NC	28105	(704) 847-3649	https://matthewschamber.org/
Chamber of Commerce - Mint Hill	7900 Mattews-Mint Hill Road Suite 107-D	Mint Hill	NC	28227	(704) 573-8282	http://www.minthillchamberofcommerce.com/
Charlotte Business INclusion	600 East 4th Street	Charlotte	NC	28202	(704) 336-4137	http://charlottenc.gov/mfs/cbi/Pages/default.aspx
Charlotte Mecklenburg Library			NC			https://cmllibrary.org/
Charlotte SCORE	6302 Fairview Road Suite 300	Charlotte	NC	28210	(704) 344-6576	https://charlotte.score.org/
City of Charlotte Economic Development Department	600 E. Trade Street	Charlotte	NC	28202	-311	http://charlottenc.gov/ED/Pages/default.aspx
Commission Vilma Leake's Small Business Consortium			NC			
Federal Withholding (U.S. Internal Revenue Service)	not listed		NC		(800) 829-1040	www.irs.gov
Frontier Fund I, L.P.	1111 Metropolitan Avenue Suite 1050	Charlotte	NC	28204	(704) 414-2880	
Kian Mezzanine Partners I, LP	4720 Piedmont Row Drive Suite 421	Charlotte	NC	28211	(704) 943-2501	http://www.kiancapital.com/
Lake Norman Small Business Network			NC			https://www.lakenormansmallbusinessnetwork.com/
Mecklenburg County Health Department	249 Billingsley Road	Charlotte	NC	28211	(704) 336-6400	
Mecklenburg County Land Use and Environmental Services Agency	2145 Suttle Avenue	Charlotte	NC	28208	(704) 336-7600	https://www.mecknc.gov/LUESA/Pages/Home.aspx
Mecklenburg County Minority, Women, and Small Business Enterprises Program	600 East 4th Street - 2nd Floor Suite 226	Charlotte	NC	28202	(980) 314-2940	https://www.mecknc.gov/edo/MWSBE/Pages/default.aspx
Mosaic Capital Investors I, LP	101 S. Tryon Street Suite 2620	Charlotte	NC	28210	(704) 626-6419	http://www.mosaic-cp.com/
National Association of Women Business Owners Charlotte	1800 Camden Road Suite 107 #44	Charlotte	NC	28203	(704) 900-3067	http://www.nawbocharlotte.org/
North Carolina BAR Association	8000 Weston Pkwy,	Chary	NC	27513	(919) 677-0561	https://www.ncbar.org/
Office of Historically Underutilized Businesses	116 W. Jones Street	Raleigh	NC	27699		https://ncadmin.nc.gov/businesses/hub
Plexus Fund II, L.P.	200 Providence Road Suite 210	Charlotte	NC	28207	(704) 927-6255	http://plexuscap.com/
Queen City Forward	809 W. Hill Street Suite D	Charlotte	NC	28208	(704) 457-9723	https://www.queencityforward.org/
Red Brick Partnership		Matthews	NC			http://www.redbrickpartnership.org/
Self-Help Credit Union	301 W. Main Street	Durham	NC	27701	(800) 966-7353	https://www.self-help.org/
Self-Help Ventures Fund	301 W. Main Street	Durham	NC	27701		https://www.self-help.org/who-we-are/self-help-family/self-help-ventures-fund
Small Business & Technology Development Center	9201 University City Blvd.	Charlotte	NC	28223	(704) 687-0440	http://www.sbtcd.org/offices/uncc/
Small Business Center at Central Piedmont Community College	1112 Charlottetowne Avenue	Charlotte	NC	28204	(704) 330-6832	http://www.cpcc.edu/news/cpcc2019s-small-business-partners-with-the-small-business-administration-for-charlotte-emerging-leaders-initiative?searchterm=small+business
Social Security Administration	not listed		NC		(800) 772-1213	www.ssa.gov
The Employers Association	3020 W. Arrowood Road	Charlotte	NC	28273	(704) 522-8011	https://www.employersassoc.com/
The Women's Business Center of Charlotte			NC			
U.S. Small Business Administration	500 E. 67th Street	Chicago	IL	60637	(800) 827-5722	https://www.sba.gov/
UNC Charlotte Ventureprise	Partal Building Suite 252	Charlotte	NC	28223	(704) 687-0900	http://ventureprise.org/
Veterans Business Outreach Center	1200 Murchinson Road	Fayetteville	NC	28301	(910) 672-2683	https://www.sba.gov/tools/local-assistance/vboc
CO-OP - Level Office Uptown	227 W. 4th Street	Charlotte	NC	28202	(704) 899-5234	https://leveloffice.com/locations/north-carolina/charlotte/uptown/
CO-OP - Hygge Coworking	809 W. Hill Street Suite C	Charlotte	NC	28208	(980) 236-1854	https://wearehygge.com/
CO-OP - Advent Coworking	933 Louise Avenue	Charlotte	NC	28204	(980) 299-8331	https://adventcoworking.com/
CO-OP - Industry Coworking	100 NC Music Factory Blvd.	Charlotte	NC	28206	(980) 229-4549	http://industrycharlotte.com/
CO-OP - C3 Lab, LLC	2525 Distribution Street	Charlotte	NC	28203	(980) 349-5803	http://www.c3-lab.com/
CO-OP - WeWork Stonewall Station	615 College Street	Charlotte	NC	28202	(855) 593-9675	https://www.wework.com/buildings/stonewall-station--charlotte?utm_source=Text&utm_campaign=Organic&utm_medium=Listings
CO-OP - Regus - North Carolina, Charlotte - Toringdon	3440 Torindon Way Suite 205	Charlotte	NC	28277	(980) 265-2300	https://www.regus.com/office-space/united-states/north-carolina/charlotte/north-carolina-charlotte-toringdon?utm_source=bing&utm_medium=cpc&utm_campaign=US%20OF%20DSA&utm_term=regus.com%2Foffice-space&utm_content=Office%20Space&gclid=22cc72d9916d1bc92492b1563998530&gclsrc=aw.ds
CO-OP - HQ Charlotte at Packard Place	222 S. Church Street	Charlotte	NC	28202	(704) 899-4009	https://www.packard.place/
CO-OP - Regus - North Carolina, Charlotte - Tyvola	6047 Tyvola Glen Circle	Charlotte	NC	28217	(704) 529-1700	https://www.regus.com/office-space/united-states/north-carolina/charlotte/north-carolina-charlotte-tyvola-office-suites-plus
CO-OP - Hygge Coworking West	2128 Remount Road	Charlotte	NC	28208	(980) 236-1854	https://wearehygge.com/
CO-OP - YourOffice - Ballantyne	15720 Brixham Hill Avenue Suite 300	Charlotte	NC	28277	(704) 944-3200	https://ballantyneexecutivesuites.com/
CO-OP - The Launch Factory	2459 Wilkinson Blvd. Suite 310	Charlotte	NC	28208	(704) 688-9353	https://www.thelaunchfactory.com/
CO-OP - YourOffice - Charlotte / SouthPark	6135 Park South Drive Suite 510	Charlotte	NC	28210	(704) 945-7100	http://www.youroffice.com/
CO-OP - Mecklenburg County Cooperative Extension	1418 Armory Drive	Charlotte	NC	28204	(704) 336-2082	https://mecklenburg.ces.ncsu.edu/
CO-OP - Regus - North Carolina, Charlotte - Perimeter Woods	10130 Perimeter Parkway Suite 200	Charlotte	NC	28216	(704) 602-5100	https://www.regus.com/office-space/united-states/north-carolina/charlotte/north-carolina-charlotte-perimeter-woods
CO-OP - Industrious Charlotte	101 South Tryon Street	Charlotte	NC	28280	(980) 495-7100	https://www.industriousoffice.com/locations/charlotte/
CO-OP - Vantage Realty Professionals - Steve Mueller	5925 Carnegie Blvd.	Charlotte	NC	28209	(980) 999-9832	http://www.teamsteve.com/
CO-OP - Packard Place	222 S. Church Street	Charlotte	NC	28202	(704) 248-5660	https://www.packard.place/
CO-OP - Regus - North Carloina, Charlotte - University Executive Park	301 McCullough Drive	Charlotte	NC	28262	(704) 909-2700	https://www.regus.com/office-space/north-carolina-charlotte-university-executive-park?utm_source=bing&utm_medium=places&utm_campaign=United+States
CO-OP - Hq Global Workplaces	525 N. Tryon Street	Charlotte	NC	28202	(704) 331-3900	http://www.hq.com/offices/united-states/north-carolina/charlotte/north-carolina-charlotte-charlotte-city-center
CO-OP - Bijou Workspace	2315 Randolph Road	Charlotte	NC	28207	(704) 963-4682	https://bijouworkspace.com/
CO-OP - Victor Ahdieh - Savvy + Co Real Estate	14825 Ballantyne Village Way Suite 165	Charlotte	NC	28277	(704) 962-0780	http://savvyvictor.com/
CO-OP - Holden Properties	1801 N. Tryon Street #300 Suite B300	Charlotte	NC	28206	(704) 332-5655	http://www.holdenproperties.com/index.html
CO-OP - Forum Business Center at Ballantyne Commons	11220 Elm Lane	Charlotte	NC	28277	(704) 900-1390	http://www.forumcenter.org/
CO-OP - Park Seneca Building	1515 Mockingbird Lane	Charlotte	NC	28209	(704) 525-8164	
CO-OP - Harris Conference Center	3216 CPCC Harris Campus Drive	Charlotte	NC	28208	(704) 330-4766	https://harrisconferencecenter.com/
Elmhurst at Sedgefield	215 Poindexter Drive	Charlotte	NC	28209	(980) 999-9646	
CO-OP - Charlotte Meeting Room	10616 Metromont Pkwy	Charlotte	NC	28269	(704) 315-8908	http://charlottemeetingroom.com/
CO-OP - Colonnade Executive Suites	1811 Sardis Road N Suite 207	Charlotte	NC	28270	(704) 845-6100	http://www.ces207.com/
CO-OP - Platt-Form	6311 Carmel Road	Charlotte	NC	28226	(980) 349-7059	http://platt-form.club/
CO-OP - IMIGpro	2848-J Queen City Drive	Charlotte	NC	28208	(704) 746-3500	http://www.imigpro.com/
CO-OP - Charlotte Commercial Properties	7701 Sharon Lakes Road	Charlotte	NC	28210	(740) 341-8474	http://www.charlottecommercial.com/